

NOTICE OF COMPETITION FOR COOPERATIVE AGREEMENT WITH EPA

National Forum(s) on State-Level Best Practices for Reducing Greenhouse Gases

1. Project Description

The State and Local Capacity Building Branch in the Office of Atmospheric Programs of the US Environmental Protection Agency (EPA) is seeking proposals for the development and implementation of one or more national forums to showcase “best practices” for cost-effectively reducing greenhouse gases and greenhouse gas intensities (greenhouse gas emissions relative to economic output) at the state level.

The target audience is state policy officials who are seeking more information about opportunities to reduce greenhouse gas emissions, particularly where there is the potential to save money, achieve other environmental or health benefits and increase the potential for economic development.

The goals of this effort are to showcase best practices, educate policy makers, identify opportunities for replication and encourage policy coordination.

Up to three forums may be proposed. The applicant should determine the appropriate and feasible number, given project goals, budget and travel considerations.

2. Background

In February of 2002, President Bush announced a comprehensive climate change strategy for the US and set a voluntary goal of reducing the nation’s greenhouse gas intensity (the ratio of greenhouse gas emissions to gross domestic product) by 18% over the next decade. States are an important contributor to this goal, given their historic success in helping achieve cost-effective GHG emissions reductions, their previous experience with voluntary programs and their ability to test policy innovations that can further this goal.

This project aims to help build upon a history of successful greenhouse gas reduction efforts at the state level, looking at policies that are directed at state governments as well as state policies that cover non-public sources including the residential, commercial and industrial sectors.

3. Details on Funds Available

Up to \$70,000 is available for this effort. Matching funds are not required. More than one applicant may be selected. The recipient(s) will be eligible for supplemental funding to support related work in future years. Funds do not expire in FY03. The award will be in the form of a cooperative agreement. The EPA reserves the right to make no award.

4. Selection Process

Review Panel

Each proposal will be evaluated, according to the criteria list below, by a team of internal EPA reviewers with possible input from a number of state level officials (who will not make any final determinations). Applicants will be notified promptly after this process regarding their proposal's status. Successful application(s) will be simultaneously forwarded to the EPA grants office for processing and final approval.

Selection Criteria

The following criteria will be used to evaluate the applications, using a scoring system of 1-10 points for each criteria:

1. Quality of workplan and related budget.
2. Familiarity with state and local environmental and energy policy process and policy makers.
3. Knowledge of greenhouse gases and related environmental issues.
4. Experience with hosting large, national level conferences and/or workshops.
5. Content of proposed forum(s), including proposed speakers, topics and format.
6. Ability to achieve project goals: showcasing best practices, educating policy makers, identifying opportunities for replication and encouraging policy coordination.
7. Demonstrated communications capabilities, including high-quality website, email system, contact databases and written communication.

5. Submission Process

Completed application packages (see below for description of contents) must be postmarked or received by regular or express mail on or before midnight April 11, 2003. Please provide an original and 4 copies.

For packages sent via US Postal Service, the application package should be submitted to Sue Gander at the following address:

OAR Office of Atmospheric Programs
State and Local Capacity Building Branch
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (Mailcode 6205J)
Washington, DC 20460

If using the above address, it is recommended that applicants also submit an electronic version, via email to gander.sue@epa.gov. The electronic version will serve as a placeholder until the paper-copy application is received.

For packages sent via courier, express mail service or hand delivered, the application package should be submitted to Sue Gander at the following address:

OAR Office of Atmospheric Programs
State and Local Capacity Building Branch
U.S. Environmental Protection Agency
501 3rd Street, NW (4407F)
Washington, DC 20001
Phone: 202-564-3527

6. Contact Information for More Information

All questions should be directed to Sue Gander at (202) 564-3527 (phone) or gander.sue@epa.gov.

7. Application Requirements

Each application should include the following information:

- A. Title.
- B. Applicant (Organization) and contact name, phone number, fax and e-mail address.
- C. Summary of funds requested from EPA.
- D. Project period: beginning and ending dates of project. For planning purposes, applicants should assume funds will be available in approximately July 2003. Projects must be completed within ten months of award date.
- E. Project purpose with goals and objectives clearly defined.
- F. A brief description of the following, not to exceed five pages:
 - experience with state environmental and energy policy making process;
 - knowledge of greenhouse gases and related environmental issues;
 - experience with hosting large, national level conferences and/or workshops;
 - and, communications capabilities, including a description of website, email system, contact databases and written communication capabilities.
- G. Workplan: The narrative workplan, not exceed five pages, should include:
 - A detailed description of all tasks;
 - dates of initiation and completion;
 - products and deliverables; and,
 - proposed budget for each task.

The applicant should propose up to 3 national forum(s) and provide information on:

- Proposed topics to be covered and potential speakers and any facilitators;
- Format (plenary sessions, break-out sessions, other);
- Proposed dates, locations and venues;
- Likely invitees and estimated number of participants;
- Plans for marketing conference and co-sponsors, if any;
- Expenses to be covered by participants; and,
- Evaluation and feedback opportunities from participants.

- H. Report Schedule: Acknowledgement of quarterly report requirement (schedule established by EPA) and planned final report submission date.
- I. Budget: provide a budget for the following categories:
- Personnel
 - Fringe Benefits
 - Contractual Costs
 - Travel
 - Equipment - Supplies
 - Other
 - Total Direct Costs
 - Total Indirect Costs: must include documentation of accepted indirect rate
 - Total Cost
- J. A completed application for federal assistance (EPA Standard Form 424 and related materials) that replicates the above information, where appropriate. Please see http://www.epa.gov/ogd/grants/how_to_apply.htm for an electronic copy of the EPA Application Kit for Financial Assistance. Applicants should follow the check list for awards under \$100,000.

8. Timeline

- Proposals due: April 11, 2003
- Review period: April-May, 2003
- Notification of selection to applicants: May 19, 2003
- Agreement(s) issued, approximately: July, 2003

9. Executive Order 12372 Compliance

Applicants selected for funding will be required to provide a copy of their proposal to their State Point of Contact for review, pursuant with Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required of initial applications and not all states require such a review.